TOWN OF BATTLEFORD
EMPLOYMENT OPPORTUNITY
Internal/External Posting

Parks & Recreation Department

Position: Arena & Parks Operator **Reports To:** Parks Manager - Jordan Schechtel

Location: 401 26th Street West, Battleford, Saskatchewan

Posting Date: 2026-October 22nd **Closing Date**: 2026- November 14th

Position Overview
Applications are now being accepted for the Arena & Parks Operator position. This is a full-time temporary position with an expected duration of eight months (Dec 2026 to July 2027). Reporting to the Manager of Parks and Recreation, the Arena & Parks Operator performs a variety of tasks involved with the operation and maintenance of the Battleford Arena, parks, sports fields, and green spaces, as well as the operation and maintenance of the vehicles and equipment. Employment is expected to include 5 months working in the Arena and 3 months working in the parks department.

Hours of Work: Summer Months: Monday- Friday 7:00 am- 4:00 pm
Winter Months: (4) 10-hour shifts weekly| 40 hours/week |Day Shift:7:00 am- 5:00 pm| Evening Shift:2:30 pm- 12:30 am (times may vary)

Duties and Responsibilities
- Adhere to established safe working procedures and wear the proper safety equipment at all times.
- Perform tasks related to the operation of the arena, including operating the Zamboni, performing ice maintenance, carrying out ice plant readings, daily janitorial, installing and removing the ice, etc.
- Perform tasks related to parks and sports field maintenance, including mowing, weeding, watering, fertilizing, pruning, etc.
- Perform tasks related to opening/closing of parks and facilities; including setting up the water system and winterizing the system; repairs to the plumbing and electrical systems; repairs to structures and play equipment.
- Perform minor building maintenance and associated janitorial duties.
- Perform tasks related to the basic care and maintenance of vehicles and equipment.
- Operation of equipment, including maintenance of trucks, mowers, tractors, skid steers, etc.
- Operation of hand-operated equipment including push mowers, weed trimmers, chainsaws, power tools, etc.
- Ensure the use of safe and proper working practices and proper care of tools, equipment, and buildings.
- Ensure high standards of workmanship and efficiency.
- Adhere to Town policies and standards for cost control, waste reduction, quality, and safety.
- Ensure compliance with licensing laws, health and safety, and other statutory requirements.
- Assist with job site administration duties, such as timesheet completion and any daily logs that need to be maintained.
- Maintain a clean working area free from dirt and debris between tasks and at the end of the day.

Qualifications and Requirements:
- Grade 12 education or equivalent.
- Must possess a valid Saskatchewan Class 5 Driver's License.
- Certification(s) and/or licenses appropriate to industry (see preferred course list below).
- Ability and/or aptitude to operate a variety of park equipment.
- General knowledge of operation and maintenance/repair of equipment related to the parks department.
- General knowledge of operation and maintenance of parks and green spaces.
- Ability to effectively communicate both verbally and in writing.
- Ability to respond quickly in a dynamic and challenging environment.
- Ability to work under supervision, to work independently; follow oral & written instructions; meet & deal tactfully with the public.
- Ability to lift heavy objects, walk up and down bleachers, and stand for long periods of time.
- The willingness and ability to work evenings, weekends, and overtime as required.

Preferred courses and certifications include Area Operator Level 1 & 2, Pool Operator, Air Brake Endorsement, WHMIS, First Aid & CPR, OH&S Levels I & II, Technical Tree Falling and Cutting, Pesticide Applicator, Urban Parks Worker, Power Mobile Equipment.

Salary and Benefits:
Starting wage is: $25.73/hr. In accordance with CUPE Local 3003 collective agreement. The Town offers an attractive benefits package as well as defined pension plan.

How to Apply:
Email resume and cover letter to parks@battleford.ca
Drop off: Parks & Recreation office, 423- 27th Street, Battleford (south side of Alex Dillabough Centre)
Deadline: November 12th, 2026

The Town of Battleford is committed to employment equity and encourages all qualified individuals to apply. Please note: Priority will be given to internal applicants.

